
Chapter 07: Information Resources Management Records

Deputy Assistant Secretary**A070101 Information Management Policy Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, memorandums of understanding, reports, telegrams, and other documentation on information services, information systems operations, and planning and development of information activities covering: applied technology, automation, compact disks, classification reviews, corporate systems, cryptography, data processing, development, digital systems, diplomatic mail and pouch, directives, E-mail, engineering, equipment, facilities, fax, Freedom of Information and Privacy Acts requests, graphics, information acquisition and indexing, information resources administration and research, installations, interagency affairs, libraries, networks management, logistics, maintenance, micrographics, procedures, procurement, programs, publishing, records management, Secretary's correspondence, security, standards, strategic planning, systems, technical support, technology, telecommunications, training, user services, and other related subjects.

Disposition: Permanent. Cut off file at the end of each calendar year. Retire to RSC for transfer to WNRC when 3 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-59-95-4, item 1

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Executive Office**A070201 Administrative Officer's Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, reports, telegrams, and other documentation of the administrative executive officer covering: activity reports, administrative management services, automated systems management, budget records, communications, daily activities, expenditures, financial services, functional statements, funds, general services, internal activity reports, office organization, organizational charts, pay, personnel services, printing, procedures, procurement, property, schedules, security, services, space, staffing, statistical reports, training, transportation, travel, utilities, vehicles, work progress reports, workload reports, and other related subjects.

Disposition: Cut off at the end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS-23, item 1

A070202a Financial Services Files - Arranged by TAGS and Terms

Description: Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.

a. Memorandums of Understanding and Interagency Agreements.

Disposition: Cut off at end of each calendar year or fiscal year as appropriate. Destroy 3 years after termination date or when no longer needed.

DispAuthNo: N1-59-95-4, item 7a

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A070202b Financial Services Files - Arranged by TAGS and Terms

Description: Extra convenience copies of: correspondence, memorandums, notices, reports, telegrams, and other documentation on financial services covering: allotments, blanket purchase agreements (BPA), budget records, call registers, distribution, expenditures of funds, function codes, funds, invoices, pay, procedures, procurement, reimbursements, requisitions, services, supplies, transaction status reports, travel orders, OF-263 (Requisition for Equipment, Supplies, Furniture, Furnishings, or Services), DS-1089-A (Requisition for Equipment, Supplies, Furniture, Etc.), DS-5R (Requisition for Publishing, Reproduction and Distribution Services), and other related subjects.

b. All other items.

Disposition: Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-95-4, item 7b

A070203 Management Services Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, telegrams, and other documentation on management services covering: activity reports, automated systems management, communications, daily activities, distribution, equipment request, functional statements, general services, maintenance, office organization, organizational charts, printing, procedures, property, services, space, statistical reports, transportation, vehicles, Personal Custody Property (OF-130), Property Survey Report (DS-310), and other related subjects.

Disposition: Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS-23, item 1

A070204 Personnel Services Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, notices, reports, telegrams, and other documentation on personnel services covering: internal activity reports, narrative reports, office organization, organizational charts, pay, personnel, staffing, statistical reports, time and attendance, training, travel, workload reports, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 2 years old, or when no longer needed, which ever is sooner.

DispAuthNo: GRS-23, item 1

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A070205a Employee Folders

Description: Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.

- a. Employee Performance Appraisal Reports.

Disposition: Destroy when 1 years old, or when no longer needed, which ever is sooner.

DispAuthNo: GRS 1, item 23

A070205b Employee Folders

Description: Extra convenience copies of administrative and performance personnel records on individual employees held in the administrative/executive office within a bureau or major sub-organization covering such items as beneficiaries, health plans, life insurance, notifications of personnel action, training, and other related subjects.

- b. All other documents.

Disposition: Destroy 1 year after employee has left bureau.

DispAuthNo: GRS 1, item 18

A070206 Defense Liaison Files

Description: Agreements, correspondence, instructions, memorandums, memorandums of understanding, procedures, technical manuals, and other documentation on defense covering: accountability, allied military traffic, allied routing indicators, American Forces Radio and Television Service, commanders in chief, communications, conferences, counterterrorism, coordination, couriers, crisis management, emergency action procedures, equipment, exercises, Joint Chiefs of Staff, Operations Center, projects, Regional Information Management Centers, satellites, security, support, training, and other related subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 5

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Architecture and Planning**A070301 Information Planning and Development Policy Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on planning and development covering: applied technology, automation, corporate systems, development, Internet, networks management, program planning, standards, strategic planning, systems, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-59-95-4, item 11

A070302a Applied Technology - Engineering Files

Description: Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 12a

A070302b(1) Applied Technology - Engineering Files

Description: Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

b. All other material.

(1) Short-term: transactions, inactive, and completed material.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-4, item 12b(1)

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A070302b(2) Applied Technology - Engineering Files

Description: Correspondence, memorandums, telegrams and other documentation on applied technology engineering covering communications equipment, data and message processing systems, development of physical plant facilities, development of software, engineering development, evaluations, facsimile hardware, feasibility studies, guidance, hardware development, integration, line-interface equipment, local area network connections, network satellite communications, office automation systems, planning, problem resolution, product deployment, projects, radios, requirements analysis, software testing, surveys, systems development and enhancement, technical support, and other related subjects.

b. All other material.

(2) Long-term: life of project/program history. Procedures, guidelines, background information, precedence, etc.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 12b(2)

A070303 Applied Technology - Systems Files

Description: Correspondence, memorandums, telegrams and other documentation on applied technology and systems covering automated systems, computers, contracts, coordination, data management systems, development capabilities, emergency planning, enhancements, engineering, evaluations, Federal Information Processing Standards, Foreign Affairs Information System (FAIS), hardware, information management, integration, installations, mainframes, maintenance, management, networks, new systems, new technology, operating systems, planning, procedures, project development, software development, specifications, statements of work, systems integration, technical advice, technical requirements, telecommunications, testing, weekly activity reports, and other related subjects.

Disposition: Place in inactive file after project is closed. Destroy 2 years after project is closed.

DispAuthNo: N1-59-95-4, item 13

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A070304 Development - IM Systems Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on the development and enhancements of information management systems covering analytical methods, assessment criteria, bench marking procedures, data processing, developments, emerging technologies, enhancements, evaluations, information management, integration, new developments, office automation, projects, systems development, telecommunications, telephones, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old or when no longer needed whichever is later.

DispAuthNo: N1-59-95-4, item 14

A070305a Development - Corporate Systems Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, programs, releases, software, specifications, statistics, systems, the Automated Document System (ADS), the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS, the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects.

a. Subject Files.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 15a

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A070305b Development - Corporate Systems Files

Description: Correspondence, memorandums, reports, telegrams, and other documentation on corporate systems: network systems, new technology, and program management covering acquisitions, analyses, applications, copies of contracts, contract deliverables, developments, design, electronic envelope, E-mail, enhancements, evaluations, feasibility studies, hardware, implementations, information management, information security, migration, mainframes, maintenance, new developments, programs, releases, software, specifications, statistics, systems, the Automated Document System (ADS), the Communications Center Modification to Open Systems (CCMOS), the Classified Local Area Network (C-LAN), the Foreign Affairs Information System (FAIS), FAIS II, the OIS-FPC Automated Indexing and Retrieval System (OASYS), OASYS II, the PC - TERP/Wang Interface (PC/TWI), the Telegram Delivery System (TeDS), the Terminal Equipment replacement Program (TERP V), the Wang One Way Interface (WOWI), classified information systems, workload, and other related subjects.

b. Project Files.

Disposition: Destroy when no longer valid or necessary for current operations.

DispAuthNo: N1-59-95-4, item 15b

A070306a Development - Office Automation Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.

a. Subject Files.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 16a

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A070306b Development - Office Automation Files

Description: Correspondence, memorandums, reports, telegrams and other documentation on office automation covering acquisitions, applications, C-LAN, Classified Information Handling System (CIHS), communications processing equipment, compact disks (CD-ROM), computer security, data processing, decentralized information management systems, design, developments, E-mail, enhancement, evaluations, Foreign Affairs Information System (FAIS), hardware, imaging, implementation, interface, Light Speed Mail Gateway, local area networks, maintenance, platform, Post Integrated Network System, releases, requirements, software, specifications, support, systems, telecommunications, Terminal Equipment Replacement Program (TERP), testing, trip reports, work stations, and other related subjects.

b. Project Files.

Disposition: Destroy when no longer valid or necessary for current operations.

DispAuthNo: N1-59-95-4, item 16b

A070307 Planning and Development Subject Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams and other documentation on life-cycle management plans covering advanced technology, automated systems, briefings, corporate systems, developments, efficiency, enhancements, evaluations, feasibility studies, Federal Information Processing Standards (FIPS), goals, information management, interagency information resources management planning, long-range planning, mission objectives, networks, OIS-FPC Automated Indexing and Retrieval System (OASYS), objectives, operational planning, policies, procedures, proposals, requirements, resources, reviews, services, software, standards, strategic planning, systems, telecommunications, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 5 years old.

DispAuthNo: N1-59-95-4, item 17

A070308 Plans - Major Acquisitions Programs - Subject Files

Description: Correspondence, memorandums, reports, and other documentation on major Department acquisitions covering automated data processing equipment, contracts, cost-benefit analysis, equipment, evaluations, feasibility studies, Federal Acquisition Regulations (FAR), Federal Information Resources Management Regulations (FIRMR), GSA, information management, information systems, mainframes, maintenance, needs analyses, plans, purchasing, procurement, Regional Administrative Management Centers (RAMC), request for proposals (RFP), requirements analyses, security, services, statements of work, studies, technical surveys, telecommunications equipment, telephones, tests, vendors, and other related subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 18

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A070309 Reserved for future use**Description:****Disposition:****DispAuthNo:**

A070310a Plans - Contracting Officer's Files**Description:** a. Transactions of \$25,000 or less; and all construction contracts of \$2,000 or less.

Signed originals of: Contract, contract modifications, approvals, determinations, findings, justifications, small purchases, and supporting data.

And other related documents: administration, awards, bond documents, findings, inspections, leases, maintenance, payments, purchase orders, receipts, requisitions, successful bids and proposals (solicited & unsolicited), and surety documents.

Disposition: Destroy 3 years after final payment.**DispAuthNo:** GRS-3, items: 3a(2), and 5a

A070310b Plans - Contracting Officer's Files**Description:** b. Transactions over \$25,000 and all construction contracts over \$2,000.

Signed originals of: Contract, contract modifications, approvals, determinations, findings, justifications, small purchases, and supporting data.

And other related documents: administration, awards, bond documents, findings, inspections, leases, maintenance, payments, purchase orders, receipts, requisitions, successful bids and proposals (solicited & unsolicited), and surety documents.

Disposition: Destroy 6 years 3 months after final payment.**DispAuthNo:** GRS-3, items: 3a(1), and 5a

A070311 Plans - Acquisition Feasibility Study Case Files

Description: Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

Disposition: Destroy 5 years after completion or cancellation of study.**DispAuthNo:** GRS 16, item 9

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A070312 Plans - Acquisition Reference Files**Description:**

Disposition: Destroy when no longer needed.

DispAuthNo: Nonrecord

A070313 Plans - IRM Triennial Review Files

Description: Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.

Disposition: Destroy when 7 years old.

DispAuthNo: GRS 16, item 11

A070314 Plans - Strategic Planning Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, plans, reports, telegrams, and other documentation on information management strategic planning covering analyses, cost benefits analysis, examination, information management, Information Resources Management (IRM) Triennial Review, interagency liaison, objectives, planning, procedures, programs, resources, reviews, source materials, studies, systems, systems migration, and other related subjects.

Disposition: Cut off at end of calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 20

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A070315a System Standards Policy and Review Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

a. Subject Files.

Disposition: Cut off at end of calendar year. Destroy when 3 years old or when no longer needed whichever is longer.

DispAuthNo: N1-59-95-4, item 21a

A070315b(1) System Standards Policy and Review Files - Arranged by subject

Description: Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

b. Project Files.

(1) Master Set (final).

Disposition: Retire to RSC 1 year after updated. Destroy when 5 years old.

DispAuthNo: N1-59-95-4, item 21b(1)

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A070315b(2) System Standards Policy and Review Files - Arranged by subject

Description: Correspondence, memorandums, reports, standards, and other documentation on information management standards, policies, and analysis and reviews covering acquisition of federal information processing (FIP) resources, compliance with information management regulations, correspondence management, data processing, development of automated systems, digital systems, Information Management policy manual and procedures handbook (Volume 5, Foreign Affairs Manual), Information Resources Management reviews, information support services, IM Standards Advisory Group, interagency committees, library services, mail and pouch operations, the management and operation of automated information systems, publishing services, telecommunications operations and services, and other information management related subjects.

b. Project Files.

(2) Drafts.

Disposition: Destroy when 3 years old or when no longer needed whichever is longer.

DispAuthNo: N1-59-95-4, item 21b(2)

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Systems Integrity Division**A071101 Information Systems Operations Policy Files - Arranged by TAGS and Terms**

Description: Correspondence, directives, memorandums, memorandums of understanding, plans, reports, telegrams, and other documentation on domestic, foreign, and technical systems operations covering: Beltsville Information Management Center, Bonn relay operations, Communications Center, cryptography, data processing, digital systems, diplomatic mail and pouch, engineering, equipment, facilities, installations, inter-agency affairs, logistics, maintenance, National Networks Control Center, network management, procedures, procurement, programs, regional information management centers (RIMC), security, system integrity, technical support, telecommunications, Terminal Equipment Replacement Program (TERP), training, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy 5 years after cut off date.

DispAuthNo: N1-59-95-4, item 38

A071102 Authorized Entrance List and Visitors Register

Description:

Disposition: Portions of register containing significant information related to a security report or investigation are to be filed with the report; destroy all other copies when 1 year old.

DispAuthNo: NN-172-66, item 7

A071103 Daily Site Check Inventory

Description: List of short title of each item inventoried, the initials of the person making the inventory, and the date and time.

Disposition: Destroy on completion of next quarterly inventory.

DispAuthNo: NN-172-66, item 3

A071104 Computer Access Management Files

Description: Correspondence, memorandums, reports, telegrams, and other documentation on computer access management covering architecture, audits, business recovery plans, computers, contingency plans, emergencies, implementation, inspector general, investigations, maintenance, manuals, preparedness, projects, research, security, systems, tasks, telephones, and other related subjects.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 39

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A071105 Local Destruction Certificates

Description: Segment information cards, usage record card, or locally developed forms.

Disposition: Destroy after SF-153 report of destruction is submitted.

DispAuthNo: NN-172-66, item 13

A071106 System Integrity Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, Report of Violation of Communications Security (FS-507), COMSEC Material Report (SF-153), and other documentation on automated information systems security covering classified information, communications, communications security, computer security, computer systems, countermeasures, cryptographic security, data, designs, destruction reports, evaluation, facilities, field testing, information security, inspections, security material, operational programs, procedures, research, secure voice, security, security policy, systems, telecommunications security, workload statistics, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 40

A071107a COMSEC and Telecommunications Guidance Files

Description: Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.

a. COMSEC Files.

Disposition: Destroy when 10 years old.

DispAuthNo: NN-172-66, item 14b

A071107b COMSEC and Telecommunications Guidance Files

Description: Includes correspondence regarding communications security and telecommunications regulations, standards and procedures; guidance on storage, shipment and destruction of COMSEC material; and correspondence regarding new or clarification of existing telecommunications.

b. User Files.

Disposition: Destroy when 3 years old or when superseded by revision of appropriate publications.

DispAuthNo: NN-172-66, item 14a

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A071108 COMSEC Audit Files - Arranged by post and Department office

Description: Memorandums, telegrams, reports, and other documentation on communications security audits covering accounts, auditors, audits, certificates, communications security, custodians, equipment, inventory, questionnaires, reconciliation, Regional Information Management Centers, security, and other related subjects.

Disposition: Place individual post (or office) folder in the inactive file upon completion of current year audit. Destroy when 1 year after a new audit of the individual post (or office) is initiated.

DispAuthNo: N1-59-95-4, item 41

A071109a COMSEC Discrepancy Correspondence

Description: Correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations.

a. COMSEC Files.

Disposition: Destroy 5 years following date condition corrected.

DispAuthNo: NN-172-66, item 9b

A071109b COMSEC Discrepancy Correspondence

Description: Correspondence or reports granting or relating to authorization for an operation or installation which is not in accordance with prescribed regulations.

b. User Files.

Disposition: Destroy when condition corrected.

DispAuthNo: NN-172-66, item 9a

A071110a Cabled and Standard COMSEC Material Report (SF-153) Post Files

Description: COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects.

a. Central Office of Record - COMSEC Files. Arranged by post.

Disposition: Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.

DispAuthNo: N1-59-95-4, item 42a

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A071110b Cabled and Standard COMSEC Material Report (SF-153) Post Files

Description: COMSEC Material Reports (SF-153) on communications security covering accounting, destruction, equipment, inventories, receipts, transfers, and other related subjects.

b. User COMSEC Files. Arranged by post.

Disposition: Cut off at end of calendar year. Return to Central Office of Record (COR) on completion of second inventory.

DispAuthNo: N1-59-95-4, item 42b

A071111a COMSEC Material Supply Correspondence Files

Description: Correspondence between user account and the communications security office on which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material.

a. COMSEC Files.

Disposition: Destroy when 10 years old.

DispAuthNo: NN-172-66, item 2b

A071111b COMSEC Material Supply Correspondence Files

Description: Correspondence between user account and the communications security office on which concerns the need for, supply and use of, acknowledgement of receipt for, and destruction or other disposition instructions for COMSEC material.

b. User Files.

Disposition: Destroy when 2 years old or when particular system is discontinued, whichever occurs first.

DispAuthNo: NN-172-66, item 2a

A071112a COMSEC Memorandums

Description: Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account.

a. COMSEC Files.

Disposition: Destroy when purpose served and no longer needed for reference, but before 3 years old.

DispAuthNo: NN-172-66, item 5b

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A071112b COMSEC Memorandums

Description: Correspondence specifically related to SF-153 accounting reports and maintenance of a COMSEC account.

b. User Files.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: NN-172-66, item 5a

A071113 COMSEC Officer - Memorandum of Appointment

Description:

Disposition: Destroy when new appointment made.

DispAuthNo: NN-172-66, item 10

A071114 COMSEC Post Correspondence Files - Arranged by post

Description: Correspondence, memorandums, telegrams, and other documentation on accountability, communications security covering accounting, destruction, equipment, inventories, keys, maintenance, operations, procedures, receipts, transfers, and other related subjects.

Disposition: Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.

DispAuthNo: N1-59-95-4, item 43

A071115a Report of Violation of Communications Security (FS-507)

Description: a. COMSEC Files.

Disposition: Destroy when 20 years old.

DispAuthNo: NC1-59-76-8, item 2

A071115b Report of Violation of Communications Security (FS-507)

Description: b. User Files.

Disposition: Destroy when 3 years old.

DispAuthNo: NN-172-66, item 11a

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A071116a COMSEC Telecommunications Security Files

Description: Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects.

a. Subject Files. Arranged by TAGS and Terms.

Disposition: Cut off at end of calendar year. Destroy when 5 years old or when no longer needed.

DispAuthNo: N1-59-95-4, item 44a

A071116b COMSEC Telecommunications Security Files

Description: Memorandums, telegrams, reports, and other related documentation on telecommunications security covering advisories, communications security violations, emergency planning, equipment, inventories, procedures, Report of Violation Communications Security (FS-507), security briefings, security clearances, services, standards, supplies, and other related subjects.

b. Post Files. Arranged by post.

Disposition: Destroy when 3 years old or when no longer needed.

DispAuthNo: N1-59-95-4, item 44b

A071117 COMSEC Transaction Continuity Log

Description: Contains transaction number, type of report and date or other remarks used to maintain strict continuity in assignment of transaction numbers to SF-153 accounting reports.

Disposition: Cut off at end of each calendar year and destroy.

DispAuthNo: NN-172-66, item 8

A071118a Crypto Clearance Correspondence Files

Description: Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.

a. Crypto Files.

Disposition: Destroy when 15 years old.

DispAuthNo: N1-59-95-4, item 45a

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A071118b Crypto Clearance Correspondence Files

Description: Correspondence pertaining to cryptographic clearances, including requests for clearance and grants of clearance.

b. User Files.

Disposition: Destroy when person whose clearance is discussed no longer requires clearance and/or departs for another assignment.

DispAuthNo: N1-59-95-4, item 45b

A071119a Appointment of Crypto Custodian and Alternate

Description: a. Crypto Files.

Disposition: Permanent. Attach to closing inventory report of outgoing custodian.

DispAuthNo: NN-172-66, item 6b

A071119b Appointment of Crypto Custodian and Alternate

Description: b. User Files.

Disposition: Destroy when updated form submitted to Central Office of Record.

DispAuthNo: NN-172-66, item 6a

A071120a Crypto Security Systems Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects.

a. Crypto Files.

Disposition: Cut off at end of calendar year. Retire to RSC when 3 years old. Destroy when 20 years old.

DispAuthNo: N1-59-95-4, item 46a

Chapter 07: Information Resources Management Records

A071120b Crypto Security Systems Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, COMSEC Material Report (SF-153), and other documentation on cryptographic security systems covering classified information, communications security, computer security, computer systems, contracts, countermeasures, cryptographic security, destruction reports, information security, inspections, plans, procurement, requisitions, security material, procedures, secure voice, standards, systems, telecommunications security, workload statistics, and other related subjects.

b. User Files.

Disposition: Cut off at end of calendar year. Destroy on completion of second inventory following period of reports.

DispAuthNo: N1-59-95-4, item 46b

A071121 Crypto Vault Files - Arranged by short titles

Description: Correspondence, memorandums, telegrams, and other documentation on cryptographic equipment covering COMSEC material reports, contracts, inventory, receiving, requests, shipments, work orders, and other related subjects.

Disposition: Destroy when no longer needed or obsolete.

DispAuthNo: N1-59-95-4, item 47

A071122 Crypto Vault Pouch Receipts Files

Description: Classified Mail Weight Form (DPM), Receipt to Sender (DCS-1), and Receipt for Registered Mail (DS-454).

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-4, item 48

Chapter 07: Information Resources Management Records

IRM Customer Center - External Affairs Branch**A071201a Interagency Program Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

a. Memorandums of Understanding.

Disposition: Cut off at end of each calendar year. Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 49a

A071201b Interagency Program Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on interagency affairs covering agreements, civil aviation, communications, coordination, diplomatic missions, directives, emergency preparedness, executive orders, foreign governments, frequencies, guidance, information management, interagency committees, international organizations, monitoring, national security, National Security and Emergency Preparedness, National Telecommunications and Information Administration, NATO, negotiations, plans, policies, radios, reciprocal arrangements, security, services, standards, support, telephones, and other related subjects.

b. All other material.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 49b

A071202 Interagency Agreement Files - Arranged by agreement

Description: Correspondence, memorandums, memorandums of understandings, telegrams, and other documentation on interagency agreements covering agencies, agreements, connections, equipment, instructions, maintenance, scanners, secure voice, work agreements, 071802 agreements (Diplomatic Telecommunications Service (DTS), Direct Communications Link, Nuclear Risk Reduction Center Communications Link, and National Risk Reduction Center Communications Link) and other related subjects.

Disposition: Destroy signed original agreement and related documents 5 years after termination date of agreement, extension, or final act.

DispAuthNo: N1-59-95-4, item 50

Chapter 07: Information Resources Management Records

A071203 Interagency Post Files - Arranged by post

Description: Memorandums, telegrams, and other documentation on posts' interagency affairs covering background information, communications, equipment, guidance, International Telecommunications Union (ITU), satellites, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 51

A071204 Interagency Reference Files

Description: Manuals, publications, standards, technical information, and other documentation on interagency affairs covering communications, E-mail, fax, information, network services, public switch network, systems, telephones, television, transportable communications, and other related subjects.

Disposition: Destroy when no longer needed or obsolete.

DispAuthNo: Nonrecord

A071205 National Communications System (NCS) Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, reports, and other documentation on national communications systems covering committee meetings, directives, emergency preparedness, guidelines, issuances, meetings, national security, network, plans, policy, projects, public switch network, requirement analysis, restoration priorities, standards, survivability, telecommunications, and other related subjects.

Disposition: Cut off at end of each calendar year. Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-95-4, item 53

A071206 Radio Reciprocity Files - Arranged by post

Description: Correspondence, memorandums, telegrams, and other documentation on radio reciprocity covering background information, costs, frequency allocations, history, permission to operate, power usage, radios, rights to own radios, satellites, and other related subjects.

Disposition: Permanent. Review annually. Retire inactive files, that have had no action in 5 years, to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-59-95-4, item 54

Chapter 07: Information Resources Management Records

Telecommunications, Wireless and Data Services Division**A071401a Maintenance Files - Arranged by TAGS and Terms**

Description: Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Cut off at end of each calendar year. Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 65a

A071401b Maintenance Files - Arranged by TAGS and Terms

Description: Activity and annual reports, correspondence, memorandums, memorandums of understanding, telegrams, and other documentation on maintenance covering, assistance, contracts, data, digital, emergencies, equipment, facilities, guidance, information systems, installations, local area networks, maintenance, performance, property, radios, repairs, replacements, spare parts, supplies, technical maintenance and support, telecommunications, telephones, Terminal Equipment Replacement Program, transportation, video, visits, voice, and other related subjects.

b. All other material.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 65b

A071402a Digital Systems Files

Description: Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 66a

Chapter 07: Information Resources Management Records

A071402b Digital Systems Files

Description: Correspondence, memorandums, telegrams, and other documentation on digital systems covering Classified Information Handling System communications, equipment, inventories, maintenance, operations, repairs, supplies, technicians, telecommunications, tempest equipment, Terminal Equipment Replacement Program, and other related subjects.

b. All other material.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-4, item 66b

A071403a Radio Frequency Files

Description: Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 67a

A071403b(1) Radio Frequency Files

Description: Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.

b. All other material.

(1) Short-term: transactions, inactive, and completed material.

Disposition: Destroy when 1 years old.

DispAuthNo: N1-59-95-4, item 67b(1)

Chapter 07: Information Resources Management Records

A071403b(2) Radio Frequency Files

Description: Correspondence, memorandums, memorandums of understandings, reports, telegrams, and other related documentation on radio frequencies covering engineering, equipment, high frequency voice radio, installations, lease lines, maintenance, networking, radio, repairs, satellites communications, shipments, sites, spare parts, support, surveys, technical support, trip reports, weekly activity reports, visits, and other related subjects.

b. All other material.

(2) Long-term: life of project/program history/life of post status.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 67b(2)

A071404a Voice Systems Files

Description: Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 68a

A071404b(1) Voice Systems Files

Description: Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.

b. All other material.

(1) Short-term: transactions, inactive, and complete material.

Disposition: Destroy when 1 years old.

DispAuthNo: N1-59-95-4, item 68b(1)

Chapter 07: Information Resources Management Records

A071404b(2) Voice Systems Files

Description: Telegrams and other documentation on voice systems covering equipment, installations, maintenance, procurement, repairs, surveys, technical support, telephones, and other related subjects.

b. All other material.

(2) Long-term: life of project/program history/life of post status.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 68b(2)

Chapter 07: Information Resources Management Records

IRM Customer Center - Special Communications Branch**A071601a Special Communications Support Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

a. Program Subject Files.

Disposition: Cut off at end of each calendar year. Destroy after 3 years.

DispAuthNo: N1-59-95-4, item 80a

A071601b Special Communications Support Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on special communications support for the White House advance party, the Secretary of State, VIPs, conferences, and crisis and emergency situations covering arrangements, assignments, assistance, circuits, communications, copies of agreements or contracts, couriers, digital support, equipment, facilities, fax, frequencies, guidance, information systems operations support, itinerary, leasing, operations, pagers, personnel, priorities, Regional Information Management Centers (RIMC), requirements, resources, schedules, secure voice, shipments, staffing, support programs, teams, technical support, telecommunications, telephones, temporary duty assignment (TDY), travel schedule, trip reports, and other related subjects.

b. Trip Case Files. Documents accumulated on individual trips.

Disposition: Cut off at end of each calendar year. Destroy after 1 year.

DispAuthNo: N1-59-95-4, item 80b

Chapter 07: Information Resources Management Records

A071602a Temporary Duty Trip Files - Arranged by post

Description: Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary's travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.

a. Post TDY Trip Files.

Disposition: Cut off at end of calendary year. Destroy after 2 years.

DispAuthNo: N1-59-95-4, item 81a

A071602b Temporary Duty Trip Files - Arranged by post/individuals name

Description: Correspondence, memorandums, telegrams, travel orders, and other documentation on personnel temporary duty (TDY) assignment to support the Secretary's travel covering assistance, blanket travel orders, communications, itinerary, passports, TDY, technical assistance and support, travel arrangements, travel orders, trips, trip reports, visas, visits, and other related subjects.

b. Rover Personnel File.

Disposition: Destroy 3 years after person is no longer in the program.

DispAuthNo: N1-59-95-4, item 81b

Chapter 07: Information Resources Management Records

Systems and Integration**A071701 Domestic Operations Files**

Description: Correspondence, memorandums, telegrams, and other documentation on domestic operations covering automated data processing, communication centers, configurations, digital systems, engineering, equipment, facilities, information management, information processing, installations, operations, programs, requests, support, systems operations, technical controls, telecommunications, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 82

A071702 Data Processing Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, and other documentation on automated data processing covering automated systems, Beltsville Information Management Center (BIMC), computers, computer output microfiche and microfilm, equipment, installations, facilities, guidance, hardware, management, maintenance, operations, production, programming, Regional Administrative Management Centers (RAMC), reports, support, systems, technical operations, terminals, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 83

A071703 ADP - Camera Security System

Description: Video-cassette tapes, of any format, e.g. Video Home System (VHS), containing recorded video information produced by electronic cameras and video-cassette recorder (VCR) covering controlled access area check points.

Disposition: Erase tapes when no longer needed and reuse.

DispAuthNo: N1-59-95-4, item 84

A071704 ADP - Facilities Management Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, purchase orders, and other documentation on facilities management covering security access controls, background information, communications security, disposal, finances, forms management, inventory, maintenance, projects, procurement, property, renovations, resources, security, surveys, tasks, and other related subjects.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-95-4, item 85

Chapter 07: Information Resources Management Records

A071705a ADP - Magnetic Tapes Library

Description: a. Reusable Tapes. Tapes produced as a special request from users.

Disposition: Reuse when no longer needed by requester.

DispAuthNo: N1-59-95-4, item 86a

A071705b Magnetic Tapes Library

Description: b. Permanent Historical Tapes. These tapes contain historical foreign policy records covered by items 070602 to 070606

SPECIAL INSTRUCTIONS - FOR PERMANENT TAPES

To store tapes in the Library:

CFR 1234.28 (g) provides the following standards for the storage of tapes containing PERMANENT records: room must be fire proof with no sprinklers, have a constant temperature of 62-68°F and humidity of 35-45%, no food or drinks can be in controlled access area.

To preserve the tapes historical information:

Use 18 track 3480 class magnetic tape cartridge, labeled, make backups of all tapes, keep duplicate copies - off site, rewind every 3.5 years, re-copy onto new tapes after 10 years.

To transfer tapes to NARA:

Follow 36 CFR 1228.188; AND the additional guidance Department and NARA developed on 6/28/94 and thereafter.

Disposition: Follow the authorized disposition cited in items 070603 to 070606.

DispAuthNo: N1-59-95-4, item 86b

A071706 ADP - Production Control - Arranged by TAGS and Terms

Description: Correspondence, memorandums, and telegrams, other documentation on production control requests, covering automated data processing, batch processing, copying, jobs, magnetic cartridges and tapes, microfiche, microfilm, outputs, printouts, procedures, production controls, reports, schedules, setups, special requests, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 87

Chapter 07: Information Resources Management Records

A071707 Communications Management Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on communications covering analysis, communications, centers, distribution, encryption and decryption, facilities, maintenance, messages, networking, receipt, registration, relay, reproduction, secure voice interface, servicing, technical security, telecommunications, transmission, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 5 years old.

DispAuthNo: N1-59-95-4, item 88

A071708a Telephone - Work and Service Order Files

Description: a. Orders from inside the Main State Building.

Disposition: Destroy after 1 year.

DispAuthNo: N1-59-95-4, item 99b

A071708b Telephone - Work and Service Order Files

Description: b. Order from outside the Main State Building.

Disposition: Destroy 1 year after site is no longer used.

DispAuthNo: N1-59-95-4, item 99a

A071709 Communications - Information Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on communication information covering Automated Reproduction and Collating System (ARCS), contracts, gateway interconnections, maintenance, procurement, security, technical services, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 89

A071710 Communications - Operations Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on communications operations covering analysis, Beltsville Communication Center, collective addresses, communications, information services, contracts, coordination, dissemination, distributions, facilities, interface, maintenance, operations, statistics, systems, traffic, upgrades, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 90

Chapter 07: Information Resources Management Records

A071711 Communications - Operations Circuits Files - Arranged by post

Description: Memorandums, telegrams, diagrams, plans, and other document on communications circuits covering background information, connections, drawings, equipment, networks, requests, and other related subjects.

Disposition: Retain in office. Retire to RSC 1 year after post building is no longer occupied by the Department or post has closed. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 91

A071712a Communications - Programming Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects.

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 92a

A071712b Communications - Programming Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, and other documentation on communications programming covering Automated Message Analysis and Distribution System (AMADS), circuits, computers, Diplomatic Telecommunications System (ATS), drawings, equipment, facilities, hardware, instructions, maintenance, problems, programs, reviews, statistics, system masters, system narratives, taskings, telecommunications lines, technical manuals, telephones, and other related subjects.

b. All other material.

Disposition: Cut off at the end of each calendar year. Destroy when 2 years old or when no longer needed whichever is longer.

DispAuthNo: N1-59-95-4, item 92b

A071713 Communications - Service Message Files

Description: Incoming and outgoing communications concerning the TAGS system and technical problems which result in the telegraphic transmission of information between the Department and the posts.

Disposition: Destroy 1 year after problem has been solved.

DispAuthNo: NC-59-75-17, item 5

Chapter 07: Information Resources Management Records

A071714 Telephone - Billing Invoice Files**Description:****Disposition:** Destroy when 3 years old.**DispAuthNo:** N1-59-95-4, item 93

A071715 Telephone - Billing Magnetic Tapes**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** N1-59-95-4, item 94

A071716 Telephone - Call Detail Record Polling (CDRP) - Magnetic Tapes**Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** N1-59-95-4, item 95

A071717 Telephone - Contract Management Files

Description: Copies or other extra convenience copies of: contracts, correspondence, interim reports, invoices, justifications, modifications to contract, OF-206 (Purchase Order, Receiving Report, and Voucher), OF-263 (Requisition for equipment, Supplies, Furniture, Etc.), progress reports, purchase orders, receipts, request for proposals, requisitions, successful bids and proposals, surveys, work plan schedules, and other documentation on contract or procurement covering administration, approvals, awards, budgets, compensation, conferences, deliveries, determinations, expenditures, findings, inspection, monitoring, negotiations, payments, performance, products, proposals, solicitations, supporting data and documents, and other related subjects.

Disposition: Destroy 2 years after close out date of contract, or when no longer needed, whichever is sooner after the expiration date of the contract or its last extension.

DispAuthNo: GRS 23, item 1

Chapter 07: Information Resources Management Records

A071718 Telephone and Digital Systems Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, reports, and other documentation on digital systems covering billing, communication lines, Consolidated Centrex, contractors, contracts, copies of contracts, digital telecommunications, Diplomatic Telecommunications Service (DTS), equipment, Federal Telecommunications System (FTS), long distance, matrix schedules, meetings, plans, policies, Private Branch Exchange (PBX), procurement, services, site surveys and summaries, status reports, telephone directory data base, telephone switching system, tie lines integration, vendors, Video Telecommunications Program, voice telecommunications, Washington Integrated Telecommunications Services (WITS), White House Communications Agency (WHCA), and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 96

A071719 Telephone - Directory Changes (DS-1891)

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-4, item 97

A071720 Telephone - Number Records Files

Description: Documents on each telephone number covering technical background information.

Disposition: Destroy 1 year after telephone number is no longer used.

DispAuthNo: N1-59-95-4, item 98

Chapter 07: Information Resources Management Records

IRM Customer Center - Support Services Division**A071801 Foreign Operations - Management Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, memorandums of operations, telegrams, and other documentation on foreign operations covering crisis management, data processing, Diplomatic Telecommunications Service (DTS), emergencies, facilities, information management, information program units, operations, operating programs, operational liaison, Regional Information Management Centers (RIMC), support activities, systems, systems operations, technical support, telecommunications facilities, training, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 100

A071802 Foreign Operations - Program Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, memorandums of conversation, telegrams, and other documentation on foreign operations covering automated data processing, C-Lan, communications security, compliance, Department Telecommunication System (DTS), emergencies, fax, Information Program Unites (IPU), implementation, information management operations programs, liaison, projects, Regional Information Management Centers (RIMC), systems operations, Secretary, and visitor support, security, technical training, Terminal Equipment Replacement Program (TERP), and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 101

A071803 Post Information Management - Liaison Files - Arranged by post

Description: Memorandums, telegrams, and other documentation on posts information management programs covering circuits, communications, communications security, emergency planning, equipment, installations, liaison, personnel, projects, testing, temporary duty assignments, travel, trip reports, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 102

A071804 Posts Information - Systems Files - Arranged by post

Description: Correspondence, memorandums, telegrams, and other documentation on posts' information systems covering applications and software, compact disks (CD), E-mail, equipment, Information Systems Unit, maintenance, system managers, telecommunications, training, unclassified systems, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 103

Chapter 07: Information Resources Management Records

Information Technology Infrastructure**A071901 Technical Operations Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, telegrams, reports, and other documentation on technical operations covering C-Lan system, Classified Information Handling System (CIHS), communications security, contracts, Diplomatic Telecommunication Services (DTS), facilities, management, secure telephone system, telecommunications services and support, telephones, tempest, Terminal Equipment Replacement Program (TERP), trip reports, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 104

A071902a Automated Data Processing Files - Arranged by year and purchase order number

Description: Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

a. Maintenance agreements, life of produce agreements, copies of contracts, etc.

Disposition: Destroy 2 years after terminated, closed, or no longer used.

DispAuthNo: N1-59-95-4, item 105a

A071902b Automated Data Processing Files - Arranged by year and purchase order number

Description: Memorandums, telegrams, and other documentation on automated data processing covering contracts, equipment, hardware, invoices, maintenance, purchase orders, requests, services, software, support, and other related subjects.

b. All other material.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-95-4, item 105b

Chapter 07: Information Resources Management Records

A071903a Facilities Files - Arranged by project or program

Description: Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitations, renovations, reviews, schematics, telephones, trip and status reports, wavers,

a. Memorandums of Understanding, copies of contracts, etc.

Disposition: Block as appropriate by: calendar year, active/inactive, short-term/long-term, etc.
Destroy 2 years after terminated or closed.

DispAuthNo: N1-59-95-4, item 106a

A071903b(1) Facilities Files - Arranged by project or program

Description: Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitations, renovations, reviews, schematics, telephones, trip and status reports, wavers, and related correspondence.

b. All other material.

(1) Short-term: transactions, inactive, and complete material.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-4, item 106b(1)

A071903b(2) Facilities Files - Arranged by project or program

Description: Correspondence, memorandums, telegrams, surveys, and other documentation on facilities covering acquisitions, approvals, drawings, air conditioning, buildings, communications, construction, contracts, diplomatic pouches, drawings, equipment, new office buildings, plans, power, projects, rehabilitations, renovations, reviews, schematics, telephones, trip and status reports, wavers, and related correspondence.

b. All other material.

(2) Long-term: life of project/program history.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 106b(2)

Chapter 07: Information Resources Management Records

A071904a Installation - Drawings Files - Arranged by TAGS and Terms

Description: Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects.

a. Subject Files.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 107a

A071904b Installation - Drawings Files - Arranged by project or program

Description: Drawings and floor plans on installations covering communications, electrical, equipment, furniture, profiles, surveys and other related subjects.

b. Post Files.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 107b

A071905a Installation - Equipment Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects.

a. Taskings.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 109a

A071905b Installation - Equipment Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, reports, and other documentation on domestic communications installations and maintenance covering Beltsville Information Management Center (BIMC), cables, circuits, communications, conduit, contracts, data, drawings, installations, maintenance, management, secure voice, services, site surveys, status reports, supplies, taskings, technical support, telecommunications, and other related subjects.

b. All other items.

Disposition: Cut off at end of each calendar year. Destroy when 4 years old.

DispAuthNo: N1-59-95-4, item 109b

Chapter 07: Information Resources Management Records

A071906a Programs Files

Description: Programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects.

a. Short-term: transactions, inactive, and completed material.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 108a

A071906b Programs Files

Description: Programs covering data, Classified Information Handling System, equipment, information systems, installations, interface, needs, Regional Information Management Centers, site surveys, technical support, Terminal Equipment Replacement Program, and other related subjects.

b. Long-term: life of project/program history.

Disposition: Retain in office for the life of the project or program. Retire to RSC when project/program is terminated. Destroy 5 years after date RSC received.

DispAuthNo: N1-59-95-4, item 108b

A071907 Secure Voice Files - Arranged by TAGS and Terms

Description: Correspondence, memorandums, telegrams, reports, and other documentation on fax, guidelines, inventories, issuances, operational policy, procurement, requests, secure telephone units (STU), telephones, vendors, work orders, and other related subjects.

Disposition: Cut off at end of each calendar year. Destroy when 3 years old.

DispAuthNo: N1-59-95-4, item 110

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General**A072101 Administrative - Subject Files - Arranged by TAGS and Terms**

Description: Correspondence, memorandums, notices, reports, telegrams, and other documentation on a wide range of internal administration or housekeeping activities covering: activity reports, budget, communications, construction, daily activities, distribution, equipment, expenditures, finances, functional statements, funds, finding aids, FOI & Privacy Act requests, general information, general services, indexes, invoices, maintenance, management, organization, organizational charts, pay, personnel matters, printing, procedures, procurement, property, purchase orders, repairs, requests for information, schedules, security, services, space, staffing, statistical reports, supplies, telephones, training, tracking and control, transportation, travel, vehicles, work progress reports, workload reports, Diplomatic Pouch Mail Registration (OF-120), Personal Custody Property (OF-130), Property Survey Report (DS-310), Receipt for Registered Mail (DS-454), Records Transmittal and Receipt (SF-135), Registered Mail Invoice (DS-712), Requisition for Equipment-Supplies-Furniture-Furnishings-Services (OF-263), Requisition for Publishing-Reproduction and Distribution Services (DS-5R), Retirement of Records (DS-693), Routing and Transmittal Slip (OF-41), and other related subjects.

Disposition: Cut off at end of each calendar or fiscal year as appropriate. Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

A072102 Chronological Files - Arranged by date, Message Reference Number (MRN), or by individual office/post

Description: Extra copies of documents arranged in numerical or date order for convenience of reference.

NOTE: Offices that maintain both a Program File AND a Chron File may use this item to dispose of their Chron file. However, offices that maintain ONLY a Chron File can not use this item to dispose of their "Chron File" - until they set up a Program File (subject or case file) for their evidentiary mission/program activities.

Disposition: Cut off at end of each calendar year. Destroy 1 year after cut off date or when no longer needed, whichever is sooner.

DispAuthNo: N1-59-95-4, item 3

Chapter 07: Information Resources Management Records

A072103 Technical Reference Files - Arranged by TAGS and Terms

Description: Extra copies of congressionals, correspondence, diplomatic notes, memorandums, telegrams, other documentation; and guidelines, instructions, laws, manuals, plans, publications, reference books, regulations, reports, standards, and other material on technical information covering background information, designs, details, developments, examples, forms, general information, methods, newspaper and magazine clippings, papers, policies, programs, projects, research, surveys, and other related subjects.

Disposition: Review annually. Destroy items that have been updated, are obsolete, or no longer needed.

DispAuthNo: Nonrecord
